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# RULES AND REGULATIONS

FOR THE

## GOVERNMENT

OF THE

# Asylum for the Insane,

ADOPTED DECEMBER 1, 1822,

ADDITIONAL TO THOSE

ADOPTED JULY 5, 1821.

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### REFERENCE TO RULES AND REGULATIONS REPEALED.

The following Rules and Regulations, or parts of Rules and Regulations of July, 1821 are repealed by the following Rules and Regulations of December, 1822, to wit.:

- ARTICLE 1, CHAP. 2, relating to the times of visiting, by Visiting Committees, is repealed by *Section 2, Article 1*.
- ARTICLE 3, CHAP. 2. The first proviso in that Article, relating to the deposit of money, is repealed by *Section 5, Article 1*.
- ARTICLE 8, CHAP. 2. The first two lines of that Article, relating to the number of weekly visits by Committees, is repealed by *Section 2, Article 1*.
- ARTICLE 7, CHAP. 3, relating to visitors, is repealed by *Sections 1, 2, 3 and 4, Article 4*.
- ARTICLE 3, CHAP. 5. The exception at the end of that Article, permitting male and female hired persons to enter the apartments of the other sex, is repealed by *Section 6, Article 5*.
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BOSTON:

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1822.

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# RULES AND REGULATIONS.



## ARTICLE I.

### VISITING COMMITTEE.

SEC. 1. THE Visiting Committee at their weekly visit shall inspect the state of every room in those parts of the institution appropriated to the boarders. The Committee shall also occasionally visit the yards and other places intended for the exercise and amusement of the boarders. It is, nevertheless, provided, that the Committee may dispense with the examination of rooms inhabited by particular boarders, whenever they shall be satisfied, that such examination will be attended with injurious effects to such boarders.

SEC. 2. It shall be the duty of the Committee to visit the Asylum every Tuesday afternoon, and it shall further be the duty of one of the Committee to visit the Asylum some other day every week.

SEC. 3. The Committee at their weekly visit shall receive from the Superintendent a list containing the names of all the boarders in the Asylum. The Committee shall compare this list with the boarders in the Asylum, either by personal application to each one or by inquiries from the Superintendent or Apothecary.

SEC. 4. The Committee shall visit the male and female apartments at least once a fortnight, accompanied by no other person than the Apothecary, and in all other visits the Committee shall be accompanied by no other person than the Superintendent, or in his absence by the Apothecary. In particular, it shall be the duty of the Committee, to ask at their discretion such questions of one or more of the boarders as to satisfy them-

selves concerning the general treatment of the boarders in relation to the time of going to bed, of rising in the morning, of eating their meals, of taking exercise, &c.

SEC. 5. The Committee, except in urgent cases, shall not admit any boarder into the Asylum upon the deposit of money, unless such deposit shall be equal to the amount of six weeks of such patient's board.

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## ARTICLE II.

### SUPERINTENDENT.

SEC. 1. The Superintendent shall weekly report in writing to the Visiting Committee, the names of all the boarders received or discharged. It shall also be his duty to furnish the Committee with the list of the boarders as described in the preceding article.

SEC. 2. The Superintendent shall keep on file a list of all clothes and all other articles delivered for each boarder.

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## ARTICLE III.

### BOARDERS.

SEC. 1. A permanent number shall be affixed to every sleeping room of the boarders—the rooms in the several galleries of the two wings being numbered without any reference to each other, and the strong rooms of the two wings being numbered, both without reference to each other and to the other rooms of the same wings.

SEC. 2. The boarders, except in cases otherwise regulated, shall be allowed to sit up as late as 9 o'clock in the evening, and they shall rise at least half an hour before breakfast. They shall also remain in their respective rooms half an hour after each meal. They shall be washed and combed every morning before breakfast, and in all respects they shall be kept as clean,

neat and comfortable as the state and nature of their disease will admit.

SEC. 3. The boarders shall be supplied with two newspapers weekly, and their friends shall at all times be allowed to furnish them with such books and other means of amusement, as in the opinion of the Superintendent will not be injurious.

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#### ARTICLE IV.

#### VISITORS.

SEC. 1. Visitors shall be admitted to the Asylum on every day in the week, except Sunday, from 9 o'clock in the morning till 12, and from 2 o'clock till the hour of supper, but no visitor shall be admitted at any other time unless in the opinion of the Superintendent the necessity of the case may require it.

SEC. 2. No visitor shall be allowed to see any other boarder than his or her friend, or relative, and the Superintendent shall have power to prohibit visits to any boarder whenever in his opinion they will be improper.

SEC. 3. No visitor shall be allowed to deliver to or receive from any boarder any letter, parcel or article whatever, without the consent of the Superintendent.

SEC. 4. Visitors shall retire from the apartments appropriated to the use of the male and female boarders, whenever the bell shall ring for the hour of meals.

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#### ARTICLE V.

#### ATTENDANTS.

SEC. 1. There shall be one principal Male Attendant for the male boarders. He shall have a general charge over them and over the yards and buildings appropriated to their use—more especially he shall have particular care of the male boarders of the first class.

SEC. 2. There shall be one or more assistant Male Attendants as may be wanted. Each assistant Male Attendant shall have the care of one class of male boarders.

SEC. 3. There shall be one principal Female Attendant for the female boarders. She shall have the care of the first class of female boarders, and in general she shall exercise such a charge over the female boarders as the principal Male Attendant exercises over the male boarders.

SEC. 4. There shall be one or more assistant Female Attendants as may be wanted. Each Female Attendant shall have the care of one class of female boarders.

SEC. 5. The principal Attendants in the absence of the Apothecary and by special direction may administer medicines. They shall keep an exact list of the clothes of each boarder and of the furniture committed to their care, and of all injury or damage happening to the same. They shall also deliver all clothes, that need to be washed, to the Laundress with a duplicate list of the same, which shall be compared with the clothes when they are returned.

SEC. 6. The Attendants shall not admit into the apartments any visitor without permission, nor shall any person, except the Porter, those who receive permission, and those whose duty it is to visit the male boarders, ever be admitted to the male apartments, nor shall any person ever visit the apartments appropriated to females, other than those who receive permission or whose duty it is so to do, except always that in cases of great emergency males may be admitted to the male and females to the female apartments, but in no case whatever shall any hired male person be permitted to enter the passages, entries, yards, grounds, or any place whatever appropriated to the use of the female boarders.

SEC. 7. The Attendants shall bestow the kindest and most assiduous attention upon the boarders, and shall constantly be in their presence, except at those times when the boarders by these rules and regulations remain in their respective rooms. The Attendants shall remove every article of clothing from the rooms of the boarders every evening when they retire to rest, and carefully brush, clean and put the same in good order for the next morning. They shall, further, take care that their clothes are properly mended whenever they may need it. They



shall also clean the rooms, galleries, yards and other places respectively under their care, and upon all occasions shall without delay aid and assist each other.

SEC. 8. The Attendants shall not play with each other or with the Apothecary at any game of amusement or diversion whatever, nor shall they join with each other or with him in any work or occupation not required by the rules and regulations of the Asylum; but especially it shall be their constant and most important duty to join with and encourage the boarders in all their exercises, labors and amusements.

SEC. 9. The Attendants of the male and female apartments shall make and watch the fires in the furnaces of their respective apartments.

SEC. 10. The Female Attendants shall perform such offices in the house as shall not be inconsistent with their other duties, and the Superintendent may at his discretion allow the female boarders to take part in any easy and agreeable work whenever they shall desire so to do.

SEC. 11. The Attendants or Apothecary shall not be allowed to send from the Asylum for any boarder or deliver to any boarder, any letter, parcel or any article whatever without the consent of the Superintendent.

SEC. 12. All the Attendants shall receive such wages as will secure persons well qualified for their respective stations.

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## ARTICLE VI.

### FEMALE DOMESTICS.

SEC. 1. There shall be one principal Cook and one or more assistant Cooks, as may be wanted. The principal Cook shall have the care of the kitchen and take charge of the stores delivered for daily use. On Monday and Tuesday the Cooks shall deliver the food to the female Attendants for their apartments.

SEC. 2. There shall be one Laundress. She shall receive the clothes from the principal Attendants, and take charge of the washing and ironing. She shall also wash dishes and do

other offices in the house when not engaged about her regular business. On all days of the week except Monday and Tuesday, the Laundress shall deliver the food to the Female Attendants for their apartments.

SEC. 3. There shall be one Chamber Maid for the Superintendent's family. She shall also assist in performing other offices in the house.

SEC. 4. All hired women may be allowed to mend their own clothes, and all washing, which cannot be done by the regular servants of the house, shall be performed by persons hired for that purpose.

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## ARTICLE VII.

### MALE DOMESTICS.

SEC. 1. There shall be one man who shall be called Porter. He shall make and watch all fires in the house, except those in the kitchen and laundry, and he shall also perform all such other offices as are usually done by a person in his situation. He shall assist the Male Attendants in cleaning rooms before breakfast—carry straw to and from the building appropriated to the male patients—go to doors and inner gate at the ringing of the bell—carry all messages from the Male Attendants to the Cooks for food, and carry all food to the male apartments. He shall see that all the fires, doors and windows are safe at bed time.

SEC. 2. There shall be one man who shall labor on the farm and perform all the offices required from a person in his situation. He shall also saw wood and carry the same to the wood closets—go to market, and shut the outer gates at sun set. An additional laborer or laborers may be hired in the Summer season.

SEC. 3. All hired persons shall regularly attend public worship on the Lord's day when their services are not required in the Asylum, and they shall not be absent on that day for any other purpose. They shall not be allowed any spiritous liquors at the charge of the Asylum, nor shall they ever be absent from the Asylum without permission. They shall retire to bed by

10 o'clock and immediately put out their lights,—Provided that this regulation shall not be so construed as to prevent the Superintendent from keeping such lights burning all night as he may think necessary.

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ARTICLE VIII.

DIET.

SEC. 1. There shall be a full and a low diet established for the Asylum. The full diet shall be as follows—to wit:

*For Breakfast every day in the week.*

Bread, Butter and Cheese.

On Sunday,	- - - - -	Coffee.
“ Monday,	- - - - -	Shells.
“ Tuesday,	- - - - -	Coffee.
“ Wednesday,	- - - - -	“
“ Thursday,	- - - - -	“
“ Friday,	- - - - -	Chocolate.
“ Saturday,	- - - - -	Coffee.

*For Supper every day in the week.*

Souchong Tea and Bread and Butter. The bread may be occasionally toasted for breakfast and supper.

*For Dinner.*

On Sunday—Soup, with Meat and Vegetables, and Bread; or Beans and Peas baked, and Pudding.

“ Monday—Roasted Beef, or Veal, or Lamb, or Pork, or Mutton, Vegetables, Bread, and Pudding.

“ Tuesday—Salt Beef boiled, Vegetables, Bread, and Pudding; or Fresh Fish, Vegetables, and Pudding.

“ Wednesday—as on Sunday.

“ Thursday—as on Tuesday.

“ Friday—as on Monday.

“ Saturday—Fresh Fish as on Tuesday; or Salt Fish, Vegetables, and Bread.

When poultry is cheap, it shall be occasionally given to the boarders on Monday, Wednesday, and Friday, particularly on

Thanksgiving days and Christmas. The Superintendent shall also have power to give occasionally to the boarders fruit and apple pies made in a very simple manner; and instead of the regular breakfast and supper prescribed in these regulations, he shall have power to substitute bread and milk, whenever he may think proper.

SEC. 2. The following shall be the low diet of the Asylum. On Sunday—Soup, Bread and Vegetables.

- “ Monday—Pudding for Dinner, and Water Gruel for Breakfast and Supper.
- “ Tuesday—Broth and Bread.
- “ Wednesday—as on Sunday.
- “ Thursday—as on Monday.
- “ Friday—as on Tuesday.
- “ Saturday—as on Monday.

Except on the days otherwise regulated, the breakfast and supper shall be the same as in full diet, without cheese.

SEC. 3. The drink for the Asylum shall be water, water and molasses, and small beer. The bread shall be made of wheat, or of two parts wheat and one part Indian meal.

SEC. 4. The Superintendent shall have power to make such variation in the full and low diet, in particular cases, as he shall think proper; and also to prescribe such other articles of food as the peculiar state of a boarder may make necessary.

SEC. 5. Dinner shall be served every day in the year at half past twelve o'clock—Breakfast shall be served at six o'clock, from March to October; at seven o'clock in the months of February, March and October; and at half past seven in the months of November, December and January—Supper shall be served at six o'clock from March to October; and at all other times, before sun set.

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**RULES AND REGULATIONS**

FOR THE

**GOVERNMENT**

OF

**THE HOSPITAL,**

ADOPTED NOVEMBER 17, 1822,

ADDITIONAL TO THOSE

ADOPTED AUGUST 7, 1821.

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REFERENCE TO RULES AND REGULATIONS REPEALED.

The following Rules and Regulations, or parts of Rules and Regulations of August, 1821 are repealed by the following Rules and Regulations of November, 1821, to wit.:

- ARTICLE 6, CHAP. 3, relating to the pay and emoluments of Physician and Surgeon, is repealed by *Section 2, Article 2.*
- ARTICLE 4, CHAP. 4. The first part of that Article, relating to the discharge of Nurses by the Superintendent alone, is repealed by *Section 7, Article 5.*
- ARTICLE 8, CHAP. 4. The first part of this Article, allowing patients to go out by permission of the Superintendent, is repealed by *Section 1, Article 9.*

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**BOSTON :**  
PRINTED BY RUSSELL AND GARDNER.  
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1822.



# RULES AND REGULATIONS.

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## ARTICLE I.

### VISITING COMMITTEE.

SEC. 1. The Visiting Committee, at their weekly visit, shall visit every room in the Hospital, from the cellar to the garret, excepting the sleeping rooms of the Superintendent's family. In particular, the Committee shall take notice, that no dish or other vessel containing food, nor any other article intended for the sick, nor any article of clothing, not in daily use, shall remain in the wards after being used, unless constantly and necessarily kept there.

SEC. 2. The Committee in their visits to the rooms and wards shall not be accompanied by the Superintendent.

SEC. 3. The Committee, at each visit, shall receive from the Superintendent a list of the patients in the house; which list they shall compare with the names of patients on the book of entries, and shall also compare with the patients in the wards, by personal application to each one. The name of each patient shall correspond with the permanent number of his bed; which number shall be affixed to the list opposite the patients name.

SEC. 4. The Committee shall not, except in urgent cases, receive any patient into the house, upon the deposit of money, unless such deposit shall be equal to the amount of six weeks of such patient's board, nor unless the Physician or Surgeon, upon an examination of the patient's complaint, shall recommend that such patient be received upon the condition above recited.

## ARTICLE II.

## PHYSICIAN AND SURGEON.

SEC. 1. The Physician and Surgeon, or either of them, shall report in writing to the Visiting Committee, at their weekly meeting, any improper or negligent conduct which they may have observed in the management of the Hospital.

SEC. 2. The Physician and Surgeon shall be entitled to receive such pay and emoluments from all patients, who do not pay less than five dollars weekly board, as the Visiting Committee shall direct.

SEC. 3. The Surgeon shall have power, at his discretion, to loan any part of the Surgical Apparatus belonging to the Hospital, a sufficient compensation being paid in all cases for the use of the same; and the Surgeon shall weekly report in writing to the Visiting Committee, what parts of the Apparatus have been loaned, the names of the persons to whom they are loaned, and what compensation has been paid for the use of such Apparatus;—but no Apparatus shall be delivered without a written order from the Surgeon.

SEC. 4. All money received, as above recited, shall be paid to the Superintendent, to be by him placed to the credit of the Hospital.

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 ARTICLE III.

## SUPERINTENDENT.

SEC. 1. The Superintendent shall report in writing to the Visiting Committee, at their weekly visit, the names of all patients received or discharged during the week, and the names of any Nurses or Attendants dismissed from the service of the Hospital during the week, and the reasons for such dismissal. He shall also report, as above recited, the names of every inhabitant of the Hospital, other than the patients, and the duties such person performs in the Hospital and the compensation they respectively receive.



SEC. 2. The Superintendent shall keep on a file or in some other convenient way, all orders given him by the Apothecary concerning the diet, exercise or conduct of the patients.

SEC. 3. The Superintendent shall not at any time speak of the state of a patient's health in the presence of such patient.

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ARTICLE IV.

THE APOTHECARY.

SEC. 1. The Apothecary shall record all prescriptions given him by the Physician or Surgeon concerning the diet, conduct or exercise of the patients, and all orders for diet shall be given by him without delay in writing to the Superintendent.

SEC. 2. The Apothecary shall visit the sick at least twice a day, and in the absence of the Physician or Surgeon shall prescribe in all cases of emergency, of which prescriptions he shall make an entry in the record book.

SEC. 3. The Apothecary shall keep such records as shall be directed by the Physician and Surgeon.

SEC. 4. The Apothecary shall deliver all medicines to the Nurses with directions in writing as to the use of them, and he shall see that all orders or prescriptions of the Physician or Surgeon concerning the diet, conduct or exercise of the patients are exactly and punctually observed.

SEC. 7. The Apothecary shall report to the Physician or Surgeon any improper or negligent conduct which he may observe in the management of the Hospital.

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ARTICLE V.

NURSES.

SEC. 1. There shall be one principal Nurse for the male and one for the female wards. Separate from the care of super-

intending their respective wards, they shall in all cases perform the ordinary and proper duties of Nurses, and shall report to the Physician, Surgeon or Apothecary all occurrences which may take place in their respective wards.

SEC. 2. The principal Nurse of each ward shall accompany the Physician and Surgeon in their visits to the sick.

SEC. 3. The principal Nurse shall on no account leave the sick without taking care that an assistant Nurse remains with them during her absence.

SEC. 4. The principal Nurses shall receive such wages as will secure to the Hospital good and approved women.

SEC. 5. There shall be one or more assistant Nurses under the direction of the principal Nurses, who shall make the beds, go errands, attend to the fires and perform all the duties of a Nurse as recited in the preceding sections.

SEC. 6. The Superintendent shall have power by the advice and consent of the Physician or Surgeon to hire an occasional Nurse to attend patients in private rooms.

SEC. 7. The Nurses shall in no instance be changed except upon consultation with the Physician and Surgeon.

SEC. 8. There shall be one man, who shall be called *Ward Attendant*. He shall be under the direction of the principal Nurses. It shall be his duty to assist in attending to the sick, particularly the men and in performing other offices in the house. Except upon extraordinary occasions, the Ward Attendant shall not be sent upon any service out of the house and grounds.

SEC. 9. In the male wards the Ward Attendant and Waiter shall sleep alternately every night, and shall attend to all wants of the sick during the night, either by performing the duty themselves or by calling to their aid one of the Assistant Nurses. They shall also attend to all operations performed on the male patients.

SEC. 10. In the female wards the Assistant Nurses or the occasional Nurses shall sleep alternately every night for the purposes recited in the preceding section.

SEC. 11. In extraordinary cases the Superintendent shall have power by the advice and consent of the Physician or Surgeon to hire Night Nurses, whose duty it shall be to relieve the regular Nurses of the Hospital in that service.

SEC. 12. The Nurses shall not cook for the patients except in the night, nor shall they at any time be employed in washing.

SEC. 13. The Nurses shall carry all food to the patients.

SEC. 14. The relatives or friends of the patients shall be admitted by permission of the Physician or Surgeon to reside in the Hospital and to watch, but they shall pay board and shall be at all times subject to the rules of the Hospital and the directions of its officers; but every such permission the Superintendent shall report to the Visiting Committee, who shall act thereon according to their discretion.

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ARTICLE VI.

WAITER.

SEC. 1. There shall be one man, who shall be called a *Waiter*. He shall perform offices in the house and out of doors, and shall act as Porter.

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ARTICLE VII.

COOKS.

SEC. 1. There shall be one principal Cook and one or more assistant Cooks as may be wanted. They shall do all the cooking of every description of the house except such cooking as it may be necessary to have done in the night.

SEC. 2. The principal Cook shall receive such wages as will secure a good and steady woman.

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ARTICLE VIII.

CHAMBERMAIDS.

SEC. 1. There shall be one Chambermaid for Superintendent's family and to attend to washing, in which the Superin-

tendent may require the services of the other servants of the house, except the Nurses and principal Cook, as far as is consistent with their other duties; and whenever occasion makes it necessary, the Superintendent may hire persons to assist in doing this work.

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ARTICLE IX.

PATIENTS.

SEC. 1. No Patient shall leave the house without permission from the Physician, or Surgeon or Apothecary.

SEC. 2. A permanent number shall be placed over each patient's bed.

SEC. 3. The clothing of the patients, not in daily use, shall be placed in a room appropriated to that purpose.

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ARTICLE X.

DIET.

SEC. 1. The ordinary diet of the Hospital shall be as follows:

*For Breakfast for every day in the week.*

Bread and Butter, Souchong Tea, or Coffee, or Chocolate. The patient shall have the liberty of making his choice of one of these articles once a week.

*For Supper.*

The same as for breakfast, for every day in the week, with the same liberty of choice to patients.

*For Dinner.*

On Sunday—Roast Beef, or Veal, or Pork, or Mutton, Bread, Potatoes and Onions.

“ Monday—Beef Soup, the Beef served with the Soup, Potatoes and Bread.

“ Tuesday—The same as on Sunday.

On Wednesday—Fresh Fish, or Boiled Veal or Mutton, Rice Pudding, baked or boiled, Potatoes, Turnips and Bread.

“ Thursday—Mutton Broth, the Mutton to be served with the Broth, Potatoes and Bread.

“ Friday—The same as on Sunday.

“ Saturday—The same as on Wednesday.

On Saturday the Superintendent is allowed occasionally to give the patients salt fish. And on Sunday, Tuesday and Friday, whenever poultry is cheap, the Superintendent is allowed to give the patients poultry instead of the regular meat prescribed for that day. The drink shall be water, and from half a pint to a pint of small beer to each patient.

SEC. 2. The Superintendent shall introduce some variety in the kinds of vegetables when they are cheap, as well as in the kinds of meat directed for the different days in the week, but it shall be his duty to make a note of such variation, and the reasons for it, which shall be exhibited to the Visiting Committee.

SEC. 3. All articles of food shall be of good quality.

SEC. 4. The Bread for the patients shall be made of wheat flour without the addition of Indian meal or other grain, unless by direction of the Physician or Surgeon.

SEC. 5. Breakfast shall be served in Summer at 7 o'clock and in Winter at  $\frac{1}{2}$  past 7 o'clock—Dinner shall be served in all season at 1 o'clock and supper at 6 o'clock.

SEC. 6. No article of food other than those prescribed by these regulations shall be allowed to any patient except by permission of the Physician or Surgeon.

SEC. 7. The Physician or Surgeon shall prescribe a diet for the sick according to the circumstances of each patient.

SEC. 8. Whenever the state of the Hospital will admit of such an arrangement, rooms shall be set apart for the meals of the patients.

## ARTICLE XI.

## VISITORS.

SEC. 1. Visitors shall be admitted to the Hospital, but they shall be requested not to speak in the passages or entries, to walk with care, to speak in the wards in a low voice and not to make long visits. This regulation shall be shown to visitors on entering the Hospital and in the wards if their conduct shall make it necessary. Visitors, violating this regulation may be sent away by the Superintendent.

In general all the inhabitants of the Hospital are strickly enjoined to shut the doors with care and to make no unnecessary noise.

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At a Meeting of the Trustees of the Massachusetts General Hospital holden November 17, 1822, it was voted that a ward in the Hospital should be set apart for the exclusive use of persons afflicted with Syphilis, and that no woman afflicted with that disease should be received into the Hospital other than such as shall be recommended by the Physician or Surgeon.



